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**United States Bankruptcy Court  
District of Utah**



# **Bankruptcy CM/ECF Version 4.2 Enhancements**

**November 2011**

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### If you need assistance:

CM/ECF Helpdesk Phone (8:00 a.m. to 4:30 p.m.) (801) 450-3443

Training Department (801) 524-6575

Online Assistance available within the CM/ECF system and the Court's website at <http://www.utb.uscourts.gov>



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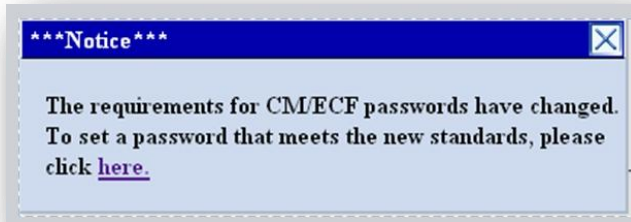
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## Introduction

The purpose of this document is to inform ECF Users of the enhancements to the CM/ECF system. These changes may have an impact on ECF Users.

The first time an ECF User logs in after the court has implemented release 4.2, the following message will appear.



Clicking the link in the message will allow the user to change their password to meet the new standards. ECF Users may click the X without changing the password and continue e-filing; however, this box will appear each time an ECF User logs in until the password is changed.

*Utilities > Maintain Your Login/Password*

**Password security** has also changed. The password will now require a minimum of eight (8) characters with the use of upper- and lower-case letters and at least one number or special character (e.g., 0-9, @, #, \$, %, \*, +, :). To change the account's password, the **Maintain Your Login/Password** category is used under the **Utilities** menu.

## Auto Lockout

Additionally, after five invalid login attempts on a particular account, the account will be locked out for five minutes. After the timeout period, if an invalid password is again given for the account, a new timeout period (one minute longer than the previous) is started. Every additional invalid password entered after a timeout will increase the duration of the next timeout.

## Internet Payments Due

Utilities > Internet Payments Due

One change to the ECF system, which may be noticed upon logging in, is that if there are outstanding filing fees a **Payments Due** window will inform ECF Users that there are fees due. The options are to click the Pay Now button, or click the “X” in the upper right hand corner of the pay window screen.

Fees due can also be paid, as in the past by navigating to the **Utilities** menu, and then **Internet Payments Due** category. Instead of the familiar pop up window, the **Internet Payments Due** is now part of the ECF systems screens, thereby avoiding the issue with pop ups and pop up blockers.

Another change in the **Internet Fees Due** category is that ECF Users now have the ability to select which fees are going to be paid for at this time by simply placing a check mark in the corresponding fee to be paid. This will allow for the use of different payment cards for particular fees instead of all fees being paid by the same card.

The screenshot shows a window titled "Payments Due" with a close button (X) in the top right corner. Below the title bar is a "Summary of current charges:" section containing a table with three columns: "Date Incurred", "Description", and "Amount".

Date Incurred	Description	Amount
2011-10-05 12:06:15	Voluntary Petition (Chapter 7)(2:11-bk-20004) [misc,volp7a] ( 299.00)	\$ 299.00
2011-10-07 17:28:56	Voluntary Petition (Chapter 13)(2:11-bk-20006) [misc,volp13a] ( 274.00)	\$ 274.00
2011-10-07 17:33:29	Motion for Relief From Stay(2:11-bk-20002) [motion,mrflstsy] ( 150.00)	\$ 150.00
<b>Total:</b>		<b>\$ 723.00</b>

At the bottom of the window is a "Pay Now" button and a link: "Information about viewing PDF files".

The screenshot shows a window titled "Internet Payments Due". At the top left is a "Select all" button. Below it is a table with four columns: "Check Fees to Pay", "Date Incurred", "Description", and "Amount". Each row in the table has a checkbox in the "Check Fees to Pay" column.

Check Fees to Pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2011-10-05 12:06:15	Voluntary Petition (Chapter 7)(2:11-bk-20004) [misc,volp7a] ( 299.00)	\$ 299.00
<input type="checkbox"/>	2011-10-07 17:28:56	Voluntary Petition (Chapter 13)(2:11-bk-20006) [misc,volp13a] ( 274.00)	\$ 274.00
<input type="checkbox"/>	2011-10-07 17:33:29	Motion for Relief From Stay(2:11-bk-20002) [motion,mrflstsy] ( 150.00)	\$ 150.00

At the bottom of the window are "Next" and "Clear" buttons.

Fees will still need to be paid within the standard 24 hour period.

## Maintaining the ECF User Account

Utilities > Maintain Your ECF Accounts

There have been some changes within the **Maintain Your ECF Account** category under the **Utilities** menu. The major change that ECF Users will see under User Accounts is found under E-mail Information. ECF Users will now need to verify both the primary and secondary email addresses by reentering the address in the appropriate field.

Email information for Jlj	
Primary email address	jared_johnson@utb.uscourts.gov
Secondary email address	jjohnson.utb.trainr@hotmail.com
Send the notices specified below	
<input checked="" type="checkbox"/> to my primary email address <input checked="" type="checkbox"/> to the secondary addresses	

Reenter primary email address	jared_johnson@utb.uscourts.gov
Reenter secondary email address	jjohnson.utb.trainr@hotmail.com

ECF Users now have the option to opt-out of receiving notices for filings within a bankruptcy case when they are representing a party in a related adversary proceeding. Parties who appear in an adversary proceeding but do not wish to receive the notices of electronic filing (NEF) from the main related bankruptcy case, should select the option "send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases". Filing an adversary is not construed as an automatic Notice of Appearance and Request for

- ☒ Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases
  - ☐ Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases
- You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.*

Notice in the related main case. To ensure notice in the main case, ECF Users may wish to file a pleading in that case.

## Opening an Adversary Proceeding

*Adversary > Open an Adversary Proceeding*

### Complaint

ECF users will no longer have to create an association with the plaintiff when filing a complaint to open an adversary proceeding. The filer is automatically linked as the plaintiff's attorney.

The "Attorney" button has been replaced with an "Add additional attorney" button to enter co-counsel, if any, otherwise do not use this button.

**Plaintiff Information**  
**Lori Partridge** SSN / ITIN:Unknown  
 Office   
 Address 2   
 City   
 County   
 Phone   
 E-mail   
 Party text   
 Role in Bankruptcy Case   
 Add additional attorney... Alias... Corporate parent / affiliate... Review...  
 Submit Cancel Clear

You may add co-counsel, if any

During adversary filing, the ECF user could previously add the defendant's attorney to the case while adding the defendant. Now, the ECF User opening the adversary will not be able to add the attorney for the defendant.

## Notice of Removal

When starting the filing of an Adversary Proceeding, the ECF User has the option by selecting **Y** or **N** as to whether they are filing a complaint. By default, this option is set to Y. When N is selected, an additional pick list will appear labeled **Counsel for** with the option for selecting plaintiff or defendant. The selection of N for the complaint will allow for the filing of a **Notice of Removal**.

This screenshot shows the 'Open Adversary Case' form. At the top, there are links for 'Court website', 'Local Rules', and 'Email'. The form fields are: 'Case type' with a value of 'ap', 'Date filed' with a value of '11/8/2011', and 'Complaint' with a dropdown menu set to 'y'. At the bottom, there are 'Next' and 'Clear' buttons.

This screenshot shows the 'Open Adversary Case' form after selecting 'N' for the complaint. It includes the same top links and case type/date fields. The 'Complaint' dropdown is now set to 'n', and a new 'Counsel for' dropdown menu has appeared, set to 'plaintiff'. 'Next' and 'Clear' buttons are at the bottom.

If **plaintiff** is selected from the **Counsel for** pick list, the process for filing the notice of removal is not much different from the filing of an adversary complaint. The ECF system will assume that the plaintiff attorney is filing the notice of removal and will not allow assignment of the defendant's attorney.

If **defendant** is selected, the attorney for the plaintiff and for the defendant **must be selected** just as the attorneys for the respective parties were selected for an adversary complaint with version 3.3.

After the selection of the nature of suits, the filer will need to select the document type **Notice of removal** from the **Select event** pick list. The screen will not advance beyond this screen until that event has been selected.

This screenshot shows the 'Open Adversary Case' form with the 'Select event' dropdown menu open. The menu lists 'Notice of Removal (FEE)' as the selected option. 'Next' and 'Clear' buttons are visible at the bottom of the dropdown.

## Filing Proofs of Claim

Bankruptcy > File Claims

The **Proof of Claim** entry screen text and formatting have been modified to match the Proof of Claim form. The screen no longer separates out Unsecured, Secured, Priority, or Unknown claim amounts.

The **Amount Claimed** field now contains the whole amount of the claim – this is the same amount as the Total field under version 3.3 (box 1 of the claim form).

**Secured** amounts (box 4) and **Priority** amounts (box 5) are listed as separate amounts, but are also included in the **Amount Claimed** field

Proof of Claim Notice of Electronic Claim Filing (NECF) previously did not show the types of claim amounts requested. Now the amounts provided are as follows: Amount Claimed, Amount Secured, Amount Priority.

The “File another claim” hyperlink was previously displayed at the bottom of the Proof of Claim NECF. Now the hyperlink has been moved to the top of the receipt for easier access.



## Query Enhancements

### Query

A warning message has been added to the Query search screen to remind ECF Users that ***there is no PACER billing cap on the information returned from a search request.***

**Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).**

**Query**

**Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).**

CM/ECF Help Desk 801.450.3443 (8am to 4:30pm Mon - Fri)  
[Court Website](#) [Local Rules](#) [Email](#)

**Search Clues**

Case Number

Last / Business Name  (Examples: Desoto, Des't)  
 First Name  Middle Name   
 SSN / ITIN  Tax ID / EIN   
 Type  ☐ Open cases ☐ Closed cases

When a name search is made, additional information, such as case number, case title, chapter/lead case, date filed, and date closed, are now displayed on the results page to allow an ECF User to select the correct case.

**Select A Case**

This person is a party in 9 cases.

<a href="#">10-02012</a>	Eclipse Marine Inc v. Allen et al	filed 02/16/10
<a href="#">10-02013</a>	Eclipse Marine Inc v. JONES	filed 02/17/10
<a href="#">10-02014</a>	Eclipse Marine Inc v. Franklin	filed 03/01/10
<a href="#">10-20010</a>	Robert Jones	filed 01/21/10
<a href="#">10-20030</a>	Todd Franklin	filed 02/18/10
<a href="#">11-02110</a>	Eclipse Marine Inc v. Dough	filed 08/05/11
<a href="#">11-02112</a>	Eclipse Marine Inc v. DEBTOR	filed 08/05/11
<a href="#">11-02113</a>	Eclipse Marine Inc v. Dough	filed 08/05/11
<a href="#">11-02115</a>	Eclipse Marine Inc v. Johnson	filed 08/05/11

**Select a Case**

There were 4 matching persons.  
There were 20 matching cases.

Name	Case No.	Case Title	Chapter / Lead BK case	Date Filed	Party Role	Date Closed
Dough, Jonathan Toad (pty) (1 case)	<a href="#">2-11-bk-20004</a>	Jonathan Toad Dough	7	10/05/11	Debtor	N / A
Dougherty, Pamela Jo (pty) (1 case)	<a href="#">2-89-bk-24464-JAB</a>	Pamela Jo Dougherty	7	07/26/89	Debtor	11/20/89
Dougherty, Steven W. (aty) (17 cases)	<a href="#">86-25249</a>	Orville L. Creech and Ruby Creech	12	11/28/86	N / A	12/17/90

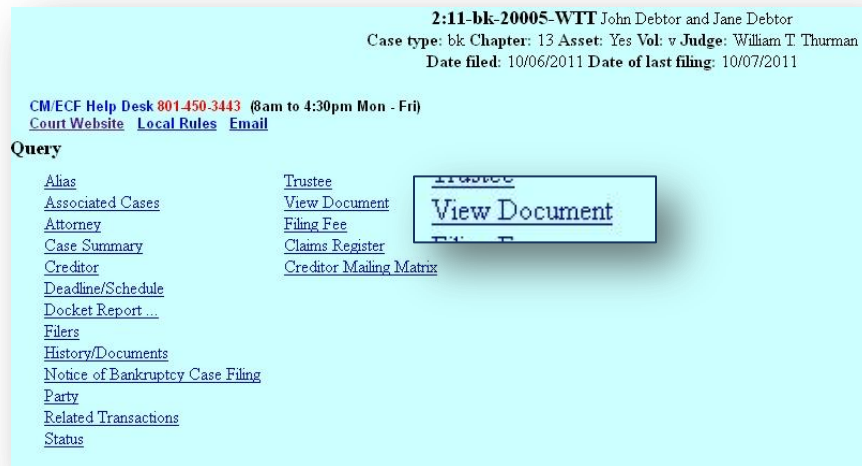
*The image to the left displays version 3.3's Query output. The above image shows the 4.2 Query output.*

For each name query result, a row of information is displayed for each case in which those name characters are involved.

## Viewing a Document

Previously, there was not a way to view a document without first viewing the docket report. Now, a **View Document** link on the **Query** output for a case allows ECF Users to enter a document number in the case and view the document without having to run a Docket Sheet.

This feature will enable ECF Users to eliminate charges for first accessing the docket report.



## Filing Fee

The ECF User now has the ability to look at any filing fees (not PACER fees) which have been incurred within a particular case. The Filing Fee information is accessed by clicking on the Filing Fee hyperlink after a query has been performed for a case. This will display the date of the filing event, the document number (with a hyperlink to the document through PACER), the docket text, a receipt number if the fee was paid, the amount of the fee, and a running balance of fees outstanding.



This feature does **NOT** display outstanding fees for an ECF User – just for the queried case. To view fees due for all cases by an ECF User, the **Internet Payments Due** category under the **Utilities** menu.

This Filing Fee Query will only reflect fees for cases after the upgrade to version 4.2.

## Case Report Enhancements

*Reports > Cases*

An option to filter the report by attorney name or Bar ID now appears on the selection screen. When a name is entered, a list of matching attorney names are displayed, of which ECF Users may select one or more names from the list. Alternatively, ECF Users can choose to view pro se cases only.

The report is now limited to a range of 31 days. This prevents ECF Users from unintentionally requesting a large data set, which would result in an unnecessarily large PACER fee.

**Cases Report**

Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).

Office: Salt Lake City  
St. George

Case Type: ap  
bk

Trustee: Anderson, Kevin R.  
Atkinson, Reelin

Attorney

Last name:

First name:

Bar ID:

Date Type: Filed date From: 10/18/2011 to: 10/18/2011

☒ Open cases  
☐ Closed cases

Sort by: Filed Date

Output Format: ☒ Formatted Display  
☐ Data Only

Run Report Clear

☐ Party information  
☐ Pro se cases only

**Pro se cases only**

## Calendar Events

Reports > Calendars

The Calendar Events selection screen now includes:

**Calendar Events**

Case number

Office   
St. George (3)

Type   
341 Meeting  
Confirmation Hearing

Set  to  ☐ AM only  
☐ PM only  
☒ Both

Time

Sort by

Initial display of related proceedings:  
☐ Expanded  
☒ Collapsed

☐ Display only proceedings directly related to the calendar event

- Two date fields to generate a calendar for one or more days.
- Calendar icons to quickly set the dates.

Set  to

- A new Trustee Sort by option.

Sort by   
Time  
Office, Time  
Trustee

☐ **Display only proceedings directly related to the calendar event**

- An ECF User may now check the box “Display only proceeding directly related to the calendar event”, and may choose an “Expanded” or “Collapsed” view of the related proceedings.

**Initial display of related proceedings:**  
☐ Expanded  
☒ Collapsed

- New clock icon to quickly set the time or time can still be manually entered by clicking in the hearing time field.



## Docket Activity Report

Report > Docket Event List

The report is now limited to a range of 31 days. This prevents internet ECF Users from unintentionally requesting a large data set, which would result in an unnecessarily large PACER fee. **NOTE:** This may also interfere with bankruptcy and trustee software programs.

### Docket Activity Report

**Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).**

Case number  ☒ Only cases to which I am linked

Office  Salt Lake City  
St. George

Case type  ap  
bk

Category  answer  
appeal  
audio

☐ Open cases  
☐ Closed cases

Entered between  11/7/2011  to  11/8/2011



☒ Summary Text  
☐ Full Docket Text

Sort by  Case Number

## Docket Report

Reports > Docket Report

- The County of residence is now displayed along with the address information on the report output for debtors and joint debtors.
- The **Show Associated Cases** hyperlink appears ONLY when an active association exists.
- Each alias is displayed on a single line for the debtor(s).
- The attorney's information includes an active hyperlink to the attorney's primary e-mail address.

 <a href="#">Bankruptcy</a> <a href="#">Adversary</a> <a href="#">Query</a> <a href="#">Reports</a> <a href="#">Utilities</a> <a href="#">Search</a> <a href="#">Logout</a>	
PetFeeDue 	
<b>U.S. Bankruptcy Court</b> <b>District of Utah (Salt Lake City)</b> <b>Bankruptcy Petition #: 2:11-bk-20007</b>	
Date filed: 10/27/2011	
Assigned to:	
Chapter 13	
Voluntary	
Asset	
<b>Debtor</b> <b>John Doughhead</b> 503 North Niam Street Salt Lake City, UT 84101 SALT LAKE-UT SSN / ITIN: xxx-xx-8369 <b>aka John Dough</b> <b>aka John Doe</b> <b>aka Johnny Doe</b> <b>aka Jon Dough</b>	represented by <b>Jlj</b> Jared Johnson, UT Email: <a href="mailto:jared_johnson@utb.uscourts.gov">jared_johnson@utb.uscourts.gov</a>

## Noticing

**BNC Certificate of Notice:** When a document is being noticed to recipients through the Bankruptcy Noticing Center (BNC) and through the CM/ECF Notice of Electronic Filing (NEF), the BNC Certificate of Notice filed with the Clerk's Office will now reflect:

- 1) notices by first class mail;
- 2) electronic transmission by the BNC; and
- 3) entities noticed through the court's CM/ECF electronic mail system.

Information regarding who was noticed by the NEF, and when they were noticed, will be appended to the BNC Certificate of Notice.

**E-mailed Bypass Notice to Debtors' Attorneys:** The court uses the BNC to mail notices, but the BNC can only do so if an address is valid. If an address is invalid, the United States Postal Service (USPS) treats this as sending mail to an undeliverable address. The BNC bypasses notices with undeliverable addresses from printing and mailing. The BNC then sends notification to the debtor's attorney when a notice to an intended recipient on the mailing list is bypassed.

Currently, the BNC sends filers printed and mailed bypass notices associated with the court's issuance of the § 341 notice. The change provided will result in notification of undeliverable addresses for all notices transmitted by the BNC to the attorney for the debtors primary e-mail address on file with the court. ECF Users will no longer receive paper bypass notices mailed by the BNC.

**Terminated Party:** Previously, when a party was terminated, the terminated party did not receive notice of the event. Now the terminated party is included in the noticing list for that one event that ends their interest in the case (e.g. withdrawal as attorney).

**E-mail 341 Notices to Debtor's Attorneys:** Currently, ECF Users receive the §341 notice by Notice of Electronic Filing (NEF) with the debtor's redacted Social Security Number (SSN) and by U.S. Mail through the BNC with the debtor's full SSN. The Bankruptcy Noticing Center (BNC) will begin sending the debtor's attorney one summary e-mail per day containing secure hyperlinks to the unredacted §341 notice in place of printing and sending the notice via the United States Postal Service. These notices will be sent to the primary e-mail address listed on the ECF account. *ECF Users will no longer receive the paper 341 notice from the BNC.*

## Exiting ECF

When the ECF User logs out of the ECF system, a warning message will be displayed. The message informs the ECF User that even though they have logged out of CM/ECF, data remains in the browser's memory and might be available to someone else using their computer. The browser will need to be closed to clear the data entered.

